

# Letter of Authorization (LOA) Standards

Reference – Fiscal Policies & Procedures document: *Authorization and Request Process for Data Changes to Statewide Payroll/Personnel Systems* (FPP M.009)

## Overview of Standards

Data Changes to statewide payroll/personnel systems must meet the following criteria:

- Standards apply to changes in all systems: CAPPs, HRIS, SPRS, USPS.
- Signature must be original.
  - Signatures must be compared to the original signature on the LOA Signature Authorization form.
  - There is no authorization to accept digital signatures.
  - Reference: signatures section of Fiscal Policies & Procedures document FPP M.009.
- Submit supporting documentation with your LOA request.
  - Mark up supporting documents with what the screen/data should display after the request is processed.

## Reference Materials

See the Fiscal Policies & Procedures (FPP) document [\*Authorization and Request Process for Data Changes to Statewide Payroll/Personnel Systems\* \(FPP M.009\)](#).

The FPP page contains links to download PDF copies of required forms and additional information, including:

- Letter of Authorization for Data Changes form (Form 73-313)
- Letter of Authorization Signature List for HRIS/SPRS/USPS/CAPPs Data Changes form (Form 73-318)